

CN108: Nonprofit Bookkeeping & Accounting Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen... while you focus on building your skills for service, leadership, and career growth.

Course Description

This course is designed for adult learners who want to learn the core principles of bookkeeping, including tracking transactions, organizing financial records, and preparing basic financial reports. Learners gain practical skills in managing ledgers, balance sheets, and journals while understanding the full financial cycle of a small business or ministry. The course also covers essential tax considerations, reporting requirements, and best practices for maintaining secure, accurate financial data using modern digital tools. This course is ideal for adult learners responsible for bookkeeping duties in churches, nonprofits, or small businesses who want confidence and clarity in managing financial records.

What You Will Learn

By the end of this course, students will be able to:

- Understand the basics of nonprofit accounting and financial terminology
- Track income, expenses, and designated funds accurately
- Maintain clean, organized financial records
- Use simple bookkeeping tools and spreadsheets
- Understand budgets, financial statements, and reporting
- Apply best practices for transparency and accountability
- Support leadership with clear, reliable financial information

Ministry of Christ Church College provides résumé-portfolio-based courses with real-time practicums for ministry, employment, and life.

Course Materials

This course uses the textbook:

Nonprofit Bookkeeping & Accounting For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

- CN108 Syllabus Checklist
- CN108 Practicum Resume Portfolio Guide
- CN108 Final Exam (with stamped return envelope)
- Textbook and Resume Portfolio Notebook mailed directly from Amazon
- Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Creating a simple nonprofit chart of accounts
- Tracking income and expenses
- Recording designated and restricted funds
- Preparing a basic monthly financial report
- Drafting a simple budget
- Practicing reconciliation and documentation
- Completing a financial stewardship project summary

Ministry of Christ Church College provides résumé-portfolio-based courses with real-time practicums for ministry, employment, and life.

Final Exam

The CN108 exam includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

149.00 USD – Individual Course

Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form. Your application must be completed and received before your textbook and course materials will be delivered.

Step 2: Review the Full Catalog

The complete College Catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office. If you email your application, include “**Application**” in the subject line.

Ministry of Christ Church College provides résumé-portfolio-based courses with real-time practicums for ministry, employment, and life.

Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

Step 4: Purchase Your Course

Click here to purchase CN108 through Shopify, our secure online store.

Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.

Ministry of Christ Church College provides résumé-portfolio-based courses with real-time practicums for ministry, employment, and life.